



# AccessAbility Decal Program SCREENING FORM

Updated February 2017

**PLEASE NOTE: You must submit Screening Form results online at [bloomington.in.gov/AccessAbility](http://bloomington.in.gov/AccessAbility).**

*This form is only a basic guide for evaluation purposes, and is not a substitute for state and federal accessibility standards.*

**FACILITY NAME:** \_\_\_\_\_ **SCREENING DATE:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**BUSINESS CONTACT:** \_\_\_\_\_ **CONTACT EMAIL:** \_\_\_\_\_

**SURVEYOR(S):** \_\_\_\_\_

**SURVEYOR PHONE:** \_\_\_\_\_ **SURVEYOR EMAIL:** \_\_\_\_\_

Please use this checklist to document your screening. Photos may also be submitted online to document the findings reported.

## **PARKING**

<b>1.</b> Is there dedicated parking for the facility? (parking over which the facility has control) If No, skip to "Path of Travel."	Yes <input type="radio"/> No <input type="radio"/>
<b>a.</b> If yes, how many total spaces are there?	_____
<b>b.</b> How many accessible spaces are there?	_____
<b>c.</b> Of those spaces, how many have upright signs saying they are accessible spaces?	_____
<b>d.</b> How many van accessible spaces are there?	_____
<b>e.</b> Of those van accessible spaces, how many have upright signs saying they are "Van Accessible"?	_____
<b>f.</b> Do all the accessible spaces have a striped access aisle (two spaces may share a common aisle)?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
<b>g.</b> Are the aisles at least 5 feet wide?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
<b>h.</b> Is the width of each van accessible space plus adjacent access aisle equal to at least 16 feet?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
<b>2.</b> Is the accessible parking on the closest (and/or safest) route to the accessible entrance?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
<b>3.</b> If there is a garage entrance, is it 8' 6" vertical clearance?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
<b>COMMENTS ABOUT PARKING (attach photo if ambiguous):</b>	
Provided Accessible Parking Spaces Handout (only if there is an issue and the organization expresses interest in change)?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>

Please use this checklist to document your screening. Photos may also be submitted online to document the findings reported.

## **PATH OF TRAVEL (TO GET TO ENTRANCE, COMMON AREAS, ETC.)**

1. Is there a clear, accessible path of travel from parking to the facility entrance?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
2. Are there ramps and curbcuts (If No or N/A, skip to #6)?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
<b>a.</b> Measure the length of each ramp/curbcut. A _____ feet/inches B _____ feet/inches C _____ feet/inches	<b>b.</b> Measure the height of each ramp/curbcut at its highest point. A _____ feet/inches B _____ feet/inches C _____ feet/inches
3. Are ramps/curbcuts where the slopes begins and ends at least 36" wide?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
4. Is any ramp longer than 6'? If No, skip to #5.	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
<b>a.</b> If yes, does it have railings 34" to 38" high?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
5. Is any ramp longer than 30 feet? If No, skip to #6.	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
<b>a.</b> If yes, are there landings at least 5' x 5' every 30' of length?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
6. Are there uneven areas along the path of travel, more than 1/2"?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
7. Is the path of travel clear of protruding objects between 27" and 80" from the ground?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
8. Is there a slope along the path of travel that is problematic? If so, comment or add photos below?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
<b>COMMENTS ABOUT PATH OF TRAVEL (attach photo if ambiguous):</b>	

Please use this checklist to document your screening. Photos may also be submitted online to document the findings reported.

## **ENTRANCE & DOORS**

### **FOR THE ACCESSIBLE ENTRANCE: EXTERIOR**

1. If there is more than one public entrance to a facility, is it clear (by signage or observation) which is the accessible entrance?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
2. <b>a.</b> Is the exterior door an unobstructed, non-revolving, hinged door which can be opened with a closed fist (or automatically) and has an opening at least 32" wide? If no, indicate problem(s) in the Comments section.	Yes <input type="radio"/> No <input type="radio"/>
<b>b.</b> Measure the height of the door threshold. _____ (e.g. 4 inches)	
<b>c.</b> Is the edge of the threshold beveled (like a tiny ramp)?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
3. If there is a vestibule, is there at least 5' clearance between doors?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
4. The door feels like it might be hard to open for a person with disability or a senior.	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>

### **FOR THE INTERIOR DOORS OPEN TO THE PUBLIC**

5. <b>a.</b> If there are interior doors (not including the bathroom doors), are they unobstructed, non-revolving, hinged, easily opened with a closed fist and with an opening at least 32" wide? If No, indicate inaccessible door location(s) and the problems in the Comments section.	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
<b>b.</b> If there is a threshold, measure the height. _____ (e.g. 4 inches)	
<b>c.</b> Is the edge beveled (like a tiny ramp)?	Yes <input type="radio"/> No <input type="radio"/>
6. The door feels like it might be hard to open for a person with disability or a senior.	Yes <input type="radio"/> No <input type="radio"/>

### **COMMENTS ABOUT DOORS (attach photo if ambiguous):**

Provided **Door Pounding Guidelines** Handout (only if there is an issue of a door seeming particularly heavy and hard to open and the organization expresses interest in change)? If there is an issue, we will come and use the door pounding gauge to formally measure the opening force.

Yes ☐ No ☐ N/A ☐

Please use this checklist to document your screening. Photos may also be submitted online to document the findings reported.

## ELEVATORS, STAIRS, & RAILINGS

1. How many levels owned by this business and open to the public are there? One _____ Two _____ Three or more _____ (If One, skip to "Common Areas.")	
2. Are all levels open to the public accessible by ramp or elevator?	Yes <input type="radio"/> No <input type="radio"/>
3. Is there an elevator (If No, skip to "Common Areas.")?	Yes <input type="radio"/> No <input type="radio"/>
4. If there are elevators, are controls no higher than 48"; closed fist operable; marked with raised characters and Braille? If no, indicate problem(s) in Comments section. If there are no elevators, go to #5.	Yes <input type="radio"/> No <input type="radio"/>
a. Do elevators have both visual and audible floor indicators and Braille floor indicators on the exterior frame of the elevator on each floor? If no, indicate problem(s) in Comments section.	Yes <input type="radio"/> No <input type="radio"/>
5. Are there interior ramps? If No, skip to #6.	Yes <input type="radio"/> No <input type="radio"/>
a. Do any ramps along the path(s) of travel exceed 6' in height, or 72" in length?	Yes <input type="radio"/> No <input type="radio"/>
b. If yes, are there firm and stable handrails on both sides, parallel with the ground surface, with continuous grippable surfaces between 34" and 38" above ramp surface, and extending at least one foot beyond ramp, with a rounded end? If no, indicate the problem(s) in Comments section. If there are no long ramps, go to #6.	Yes <input type="radio"/> No <input type="radio"/>
c. If yes, are there landings at least 5' x 5' every 30' of length? If there are no long ramps, go to #6.	Yes <input type="radio"/> No <input type="radio"/>
6. Are there flights of stairs accessing the public areas?	Yes <input type="radio"/> No <input type="radio"/>
a. If yes, are there firm and stable handrails on both sides, with continuous grippable surfaces between 34" and 38" above stair? If no, indicate the problem(s) in Comments section. If there are no stairs, go to next section.	Yes <input type="radio"/> No <input type="radio"/>
b. At the top of stairs, do all handrails extend at least one foot beyond the top riser, parallel with the ground surface?	Yes <input type="radio"/> No <input type="radio"/>
c. At the bottom of stairs, do handrails extend at the slope of the stair flight for a horizontal distance at least equal to the depth of one step?	Yes <input type="radio"/> No <input type="radio"/>
<b>COMMENTS ABOUT ELEVATORS, STAIRS, &amp; RAILINGS (attach photo if ambiguous):</b>	

Please use this checklist to document your screening. Photos may also be submitted online to document the findings reported.

## COMMON AREAS (INTERIOR AND EXTERIOR)

1. Are the aisles at least 36" wide?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
2. Are the aisles free from protrusions that stick out more than four inches into the aisle between the height of 27" to 80"?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
3. Is a service counter necessary for transactions? If no, move to #5, but please include a comment on how staff accommodates a person's needs.	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
4. a. If there is a service counter, measure the height _____ at the lowest point. (e.g. 3')	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
4. b. If there is a service counter, measure the width _____. (e.g. 3')	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
5. Is the credit card machine less than 48" high? If you notice any other problem (touch screen, visibility issues, etc.), please mention them in the Comments section below.	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
6. Are seating/tables fixed? (If no seating/tables, skip to the next section.)	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/> Both fixed and not fixed <input type="radio"/>
7. Is there an outdoor dining area? If No, skip to next section.	Yes <input type="radio"/> No <input type="radio"/>
a. Is it on the same level or ramped?	Yes <input type="radio"/> No <input type="radio"/>
<b>COMMENTS ABOUT COMMON AREAS (attach photo if ambiguous):</b>	

--	--

Please use this checklist to document your screening. Photos may also be submitted online to document the findings reported.

## PUBLIC RESTROOMS AND DRINKING FOUNTAINS

<b>1.</b> Are there public restrooms used by the business customers? (If No, skip to #2)	Yes <input type="radio"/> No <input type="radio"/>
<b>a.</b> Is there accessibility signage (raised lettering, international symbol of accessibility) near the restroom?	Yes <input type="radio"/> No <input type="radio"/>
<b>b.</b> What is the width of the door opening? _____	
<b>c.</b> For the bathroom doors, are they unobstructed, non-revolving, hinged, easily opened with a closed fist and with an opening at least 32" wide? If No, indicate inaccessible door location(s) and the problems in the Comments section.	Yes <input type="radio"/> No <input type="radio"/>
<b>d.</b> If there are multiple floors open to the public, is there one accessible restroom per floor?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
<b>e.</b> Is the restroom/stall at least 5' x 5' (measured wall to wall)?	Yes <input type="radio"/> No <input type="radio"/>
<b>f.</b> Are there grab bars at the back and side of the toilet?	Yes <input type="radio"/> No <input type="radio"/>
<b>g.</b> What is the distance from the floor to the <b>operable part</b> of the following fixtures: Paper towel dispenser (e.g. 40", or 3' 4") _____ Soap dispenser from floor (e.g. 40", or 3' 4") _____ Reach across sink to soap dispenser is 25" max) _____ Knee clearance from floor to bottom of sink is (27") _____ Hand dryer _____	
<b>h.</b> Does the sink have levers (not knobs)?	Yes <input type="radio"/> No <input type="radio"/>
<b>i.</b> Is the toilet paper dispenser between 15" and 48" from the ground?	Yes <input type="radio"/> No <input type="radio"/>
<b>j.</b> Is the toilet paper dispenser no farther than 9" in front of the toilet?	Yes <input type="radio"/> No <input type="radio"/>
<b>2.</b> If there is a drinking fountain, is one of the spouts no higher than 36", measured from the floor to the spout outlet?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
<b>COMMENTS ABOUT PUBLIC RESTROOMS AND DRINKING FOUNTAINS (attach photo if ambiguous):</b>	

Please use this checklist to document your screening. Photos may also be submitted online to document the findings reported.

## CUSTOMER SERVICE AND EMPLOYMENT

<b>1.</b> Does staff receive information during orientation on how to serve customers with disabilities?	Yes <input type="radio"/> No <input type="radio"/>
<b>2.</b> Does the business want assistance in obtaining materials in alternative formats for people with visual disabilities ( <i>Guidelines for Preparing Menus in Large Print</i> )?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
<b>3.</b> Does the business want assistance in obtaining materials to assist customers with disabilities ( <i>ADA Guide for Small Businesses, The Power of Words: A Guide to Interacting with People with Disabilities, Access to Restaurants</i> )?	Yes <input type="radio"/> No <input type="radio"/>
<b>COMMENTS ABOUT CUSTOMER SERVICE AND EMPLOYMENT:</b>	

**To submit your Screening Form results, go to [www.bloomington.in.gov/AccessAbility](http://www.bloomington.in.gov/AccessAbility)**

For more information or assistance in evaluating accessibility, contact the  
 City of Bloomington Community and Family Resources Department at 812-349-3471 or [cca@bloomington.in.gov](mailto:cca@bloomington.in.gov).